Hotel Daily Operations Checklist

Daily opening, midday and closing operational checks for department leads.

Property: _____ Date / Shift: _____

Checklist item / field	Status / details
Opening: review occupancy, arrivals and departures	_____
Check shift coverage and unassigned service requests	_____
Review room readiness and maintenance exceptions	_____
Check F&B staffing, inventory and service availability	_____
Review guest escalations, owners and due times	_____
Verify cash/billing exceptions and operational handoff	_____
Closing: reconcile outstanding tasks and next-day priorities	_____

Exceptions, follow-up owner, due time:

_____

Reviewed by: _____ Follow-up date: _____

Adapt to your property procedures and local requirements. This is an illustrative operational aid, not a mandatory standard.